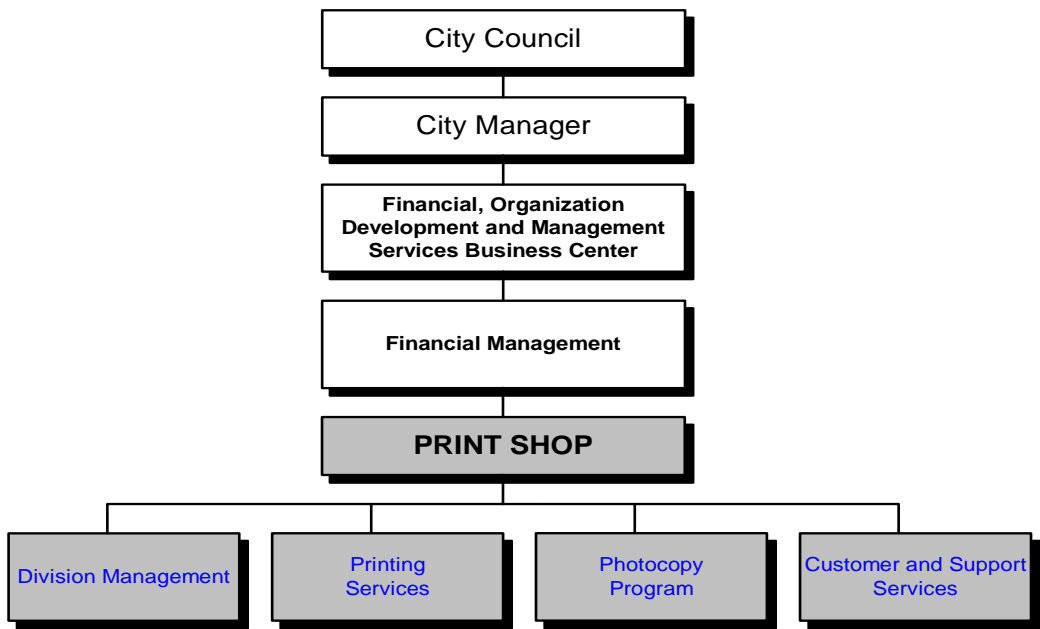


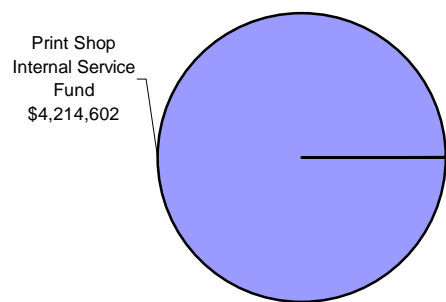
mission statement

Manage, prepare and provide professional and technical support services for the City’s publication and communication needs in an efficient, customer service oriented and fiscally responsible manner.

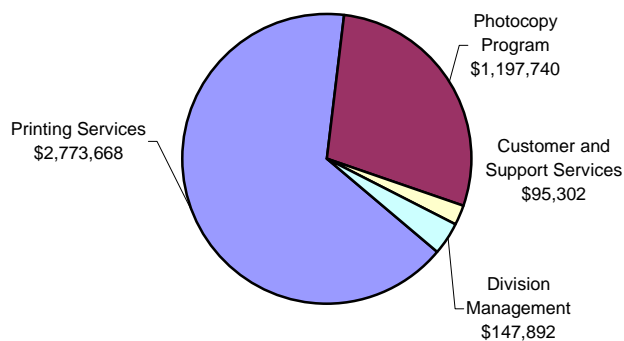
web address: <http://www.ci.san-diego.ca.us/>



source of funding



allocation of funding



Financial Management

Print Shop

print shop division summary			
	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Positions	36.37	36.07	36.07
Personnel Expense	\$ 1,511,395	\$ 1,712,125	\$ 1,819,631
Non-Personnel Expense	3,355,069	2,416,062	2,394,971
TOTAL	\$ 4,866,464	\$ 4,128,187	\$ 4,214,602



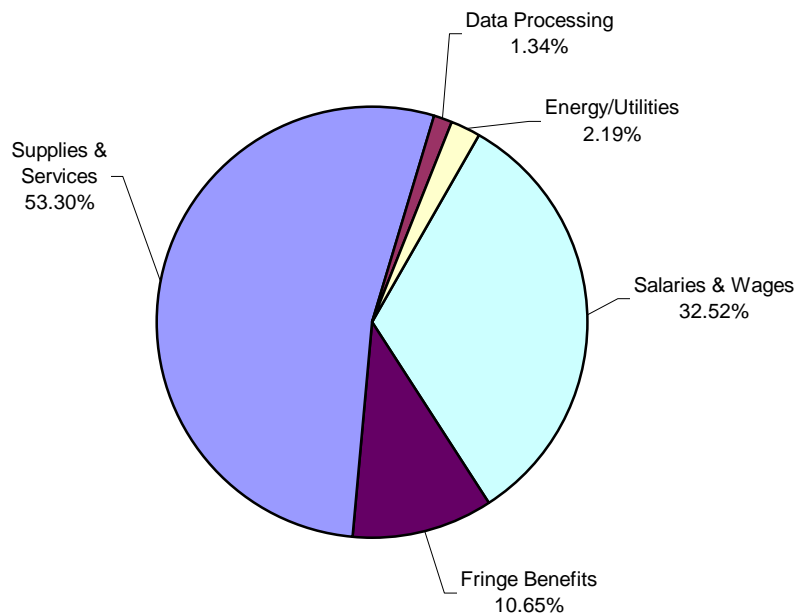
In Fiscal Year 2000 the Multimedia Center applied the most advanced electronic web publishing standards to the City's web site. This standardized the look and established the City's corporate image throughout the site.

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
division staffing			
PRINT SHOP INTERNAL SERVICE FUND			
Division Management	0.87	1.07	1.07
Printing Services	28.75	28.75	28.75
Photocopy Program	5.75	5.25	5.25
Customer and Support Services	1.00	1.00	1.00
TOTAL	36.37	36.07	36.07
division expenditures			
PRINT SHOP INTERNAL SERVICE FUND			
Division Management	\$ 230,252	\$ 136,279	\$ 147,892
Printing Services	3,073,543	2,691,473	2,773,668
Photocopy Program	1,507,784	1,195,831	1,197,740
Customer and Support Services	54,885	104,604	95,302
TOTAL	\$ 4,866,464	\$ 4,128,187	\$ 4,214,602

expenditures by category

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
PERSONNEL			
Salaries & Wages	\$ 1,162,130	\$ 1,285,534	\$ 1,370,527
Fringe Benefits	349,265	426,591	449,104
SUBTOTAL PERSONNEL	\$ 1,511,395	\$ 1,712,125	\$ 1,819,631
NON-PERSONNEL			
Supplies & Services	\$ 3,079,903	\$ 2,287,201	\$ 2,246,289
Data Processing	93,880	33,828	56,534
Energy/Utilities	80,098	95,033	92,148
Equipment Outlay	101,188	-	-
SUBTOTAL NON-PERSONNEL	\$ 3,355,069	\$ 2,416,062	\$ 2,394,971
TOTAL	\$ 4,866,464	\$ 4,128,187	\$ 4,214,602

FY 2001



Financial Management

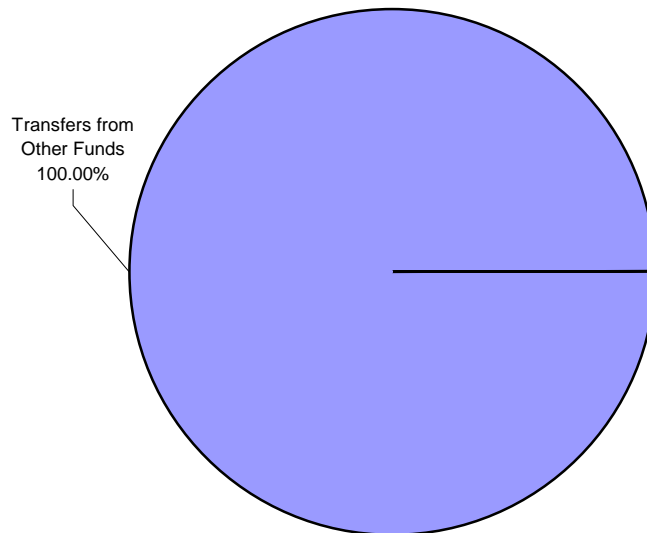
Print Shop Internal Service Fund - 50020

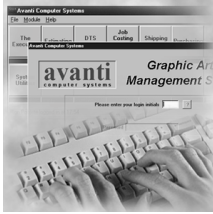
revenue generated by category

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Fines, Forfeitures & Penalties	6	-	-
Revenue from Money & Property	446	-	-
Other Revenues	7,112	-	-
Transfers from Other Funds	\$ 4,907,705	\$ 4,129,462	\$ 4,239,462
TOTAL	\$ 4,915,269	\$ 4,129,462	\$ 4,239,462



In Fiscal Year 2000 the Photocopy Administration Program increased productivity and efficiency by printing, copying and finishing from the desktop directly to networked digital photocopiers.





In Fiscal Year 2000 the Print Shop upgraded the business management system. This increased the ability to assign, schedule, track and monitor workflow.

significant budget adjustments

	POSITIONS	COST
Personnel expense adjustments ⁽¹⁾	0.00	\$107,000
Rent	0.00	\$8,000
Motive equipment assignment and usage charges	0.00	\$5,000
Automated support for department and Citywide information systems	0.00	(\$33,000)
Supplies and services	0.00	(\$1,000)

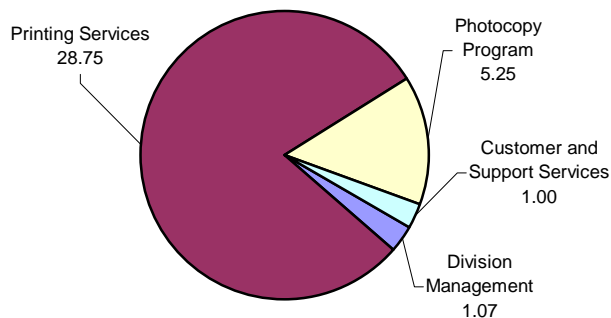
⁽¹⁾ Adjustments to reflect the annualization of the Fiscal Year 2000 salary increases, Fiscal Year 2001 negotiated salary increases, average salaries and fringe benefits.

Financial Management

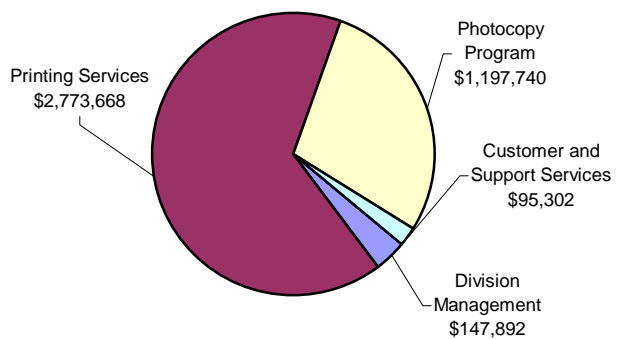
Print Shop

division allocation

allocation of positions



allocation of funding



performance measures

printing services

Printing Operations

To complete 100% of the annual printing requests within production schedule requirements in producing an annual minimum volume of 52,000,000 press images.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$1,189,646	\$1,317,085	\$920,904	\$942,234
Output				
# of images created	51,569,870	50,836,192	58,000,000	52,000,000
Internal Outcome				
% of printing requests completed within production schedule requirements	81%	93%	100%	100%
External Outcome				
% of satisfied customers	98%	98%	97%	97%
Efficiency				
Average cost per image	\$0.023	\$0.026	\$0.016	\$0.018

performance measures

printing services

Graphics

To complete 100% of an annual minimum 1,350 graphic requests within production schedule requirements.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$536,397	\$547,548	\$414,182	\$444,256
Output				
# of requests	1,299	1,393	1,200	1,350
Internal Outcome				
% of graphics requests completed within production schedule requirements	81%	93%	100%	100%
External Outcome				
% of satisfied customers	98%	98%	97%	97%
Efficiency				
Average cost per graphics requisition	\$413	\$393	\$345	\$329

printing services

Balboa Quick Print

To provide all main facility Quick Print copy and duplication services within requested due date while producing a minimum annual volume of 26,000,000 copies.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$476,171	\$518,732	\$575,241	\$570,626
Output				
# of copies	27,486,147	25,872,269	26,000,000	26,000,000
Internal Outcome				
% of copy services provided within requested due date	93%	95%	100%	100%
External Outcome				
% of satisfied customers	98%	98%	98%	98%
Efficiency				
Average cost per copy	\$0.017	\$0.020	\$0.022	\$0.022

Financial Management

Print Shop

performance measures

photocopy program

Photocopy Administration

To administer the City's convenience copier program to insure an average annual copier uptime of 98% with an overall annual volume of 44,500,000 copies.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$1,120,792	\$1,227,222	\$1,010,889	\$1,008,116
Output				
# of copies made	47,112,694	43,672,366	44,500,000	44,500,000
Internal Outcome				
% copier uptime	97%	97%	98%	98%
External Outcome				
% of satisfied customers	80%	92%	98%	98%
Efficiency				
Average cost per copy	\$0.024	\$0.028	\$0.023	\$0.023

photocopy program

CAB Quick Print

To complete 100% of satellite facility Quick Print requests by desired due date while producing a minimum annual volume of 9,000,000 copies.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$210,840	\$280,562	\$184,942	\$189,624
Output				
# of copies	9,066,795	9,048,830	9,000,000	9,000,000
Internal Outcome				
% of Quick Print requests completed by requested due date	93%	98%	100%	100%
External Outcome				
% of satisfied customers	98%	98%	98%	98%
Efficiency				
Average cost per copy	\$0.023	\$0.031	\$0.021	\$0.021

description and salary schedule

division
management

This section manages the division's operations, including all printing reproduction processes, graphics and typesetting and photocopy program.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1876	Executive Secretary	0.21	0.21	\$ 43,586	\$ 9,153
2130	Financial Management Director	0.15	0.15	115,048	17,257
2153	Deputy City Manager	0.21	0.21	135,386	28,431
2214	Deputy Director	0.50	0.50	87,778	43,889
	Overtime Budgeted				5,014
	TOTAL	1.07	1.07	\$	103,744

printing services

This section provides labor, equipment and materials for layout, design, typesetting, lithography, plate making, offset printing, electrostatic printing and bindery functions. The graphics section designs and produces visual materials for all City departments to support public information needs.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1107	Administrative Aide II	1.00	1.00	\$ 42,493	\$ 42,492
1235	Multimedia Production Coordinator	1.00	1.00	46,486	46,485
1261	Bindery Worker II	9.00	9.00	28,126	253,133
1262	Bindery Worker III	2.00	2.00	30,968	61,937
1489	Graphic Design Supervisor	1.00	1.00	49,443	49,443
1490	Graphic Designer	4.00	4.00	42,759	171,035
1583	Layout Composer	2.00	2.00	34,044	68,089
1595	Lithographic Technician	2.00	2.00	39,275	78,550
1736	Print Shop Supervisor	0.75	0.75	56,122	42,092
1765	Offset Press Supervisor	1.00	1.00	45,155	45,155
1868	Senior Offset Press Operator	5.00	5.00	37,367	186,836
	Overtime Budgeted				9,739
	TOTAL	28.75	28.75	\$	1,054,986

Financial Management

Print Shop

description and salary schedule

photocopy program

This program, on a cost-effective and user need basis, places, maintains and monitors copy machines in locations that are convenient to customer departments. It also provides Quick Print satellite locations for quick turnaround copy jobs in convenient City locations.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1104	Account Clerk	1.00	1.00	\$ 31,128	\$ 31,128
1107	Administrative Aide II	1.00	1.00	42,493	42,493
1261	Bindery Worker II	1.00	1.00	28,126	28,126
1535	Clerical Assistant II	1.00	1.00	29,696	29,696
1632	Offset Press Operator	1.00	1.00	32,712	32,712
1736	Print Shop Supervisor	0.25	0.25	56,122	14,029
	Overtime Budgeted				1,491
TOTAL		5.25	5.25	\$	179,675

customer and support services

This program provides division-wide support to insure that the Print Shop continues to accomplish its mission. The Accounts Payable section processes all vendor payments for the division.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1104	Account Clerk	1.00	1.00	\$ 31,128	\$ 31,128
	Overtime Budgeted				994
TOTAL		1.00	1.00	\$	32,122

Financial Management

Print Shop Internal Service Fund

revenue and expense statement

PRINT SHOP INTERNAL SERVICE FUND 50020	FY 1999 ACTUAL	FY 2000 ESTIMATED	FY 2001 PROPOSED
BEGINNING BALANCE AND RESERVE			
Total Balance from Prior Year	\$ 1,417,612 ⁽¹⁾	\$ 1,466,417	\$ 1,509,064
REVENUE			
Bindery Operations	\$ 69,749	\$ 386,400	\$ 437,784
Balboa Quick Print	894,610	754,228	574,549
City Administration Building (CAB) Quick Print	322,304	294,644	274,644
Blueprinting Operations	86,620	82,706	84,431
Photocopy Program	1,165,932	1,105,500	1,220,000
Lithography Operations	26,728	149,956	164,489
Printing Operations	1,866,876	1,100,207	1,032,565
Layout and Composition	37,274	97,447	101,000
Graphics and Photography	387,306	325,000	325,000
Print Shop Administrative Services	50,329	-	25,000
Miscellaneous Revenue	7,541	-	-
TOTAL OPERATING REVENUE	\$ 4,915,269	\$ 4,296,088	\$ 4,239,462
TOTAL BALANCE AND REVENUE	\$ 6,332,881	\$ 5,762,505	\$ 5,748,526
EXPENSE			
OPERATING EXPENSE			
Personnel Expense	\$ 1,511,395	\$ 1,483,482	\$ 1,819,631
Non-Personnel Expense	3,355,069	2,769,959	2,394,971
TOTAL OPERATING EXPENSE	\$ 4,866,464	\$ 4,253,441	\$ 4,214,602
RESERVE			
Redistribution of Fees and Charges	\$ -	\$ -	\$ 800,000
BALANCE	\$ 1,466,417	\$ 1,509,064	\$ 733,924
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 6,332,881	\$ 5,762,505	\$ 5,748,526

⁽¹⁾ Corrected Figure

Financial Management

Print Shop Internal Service Fund - 50020

five-year revenue and expenditure forecast

	FY 2001 PROPOSED	FY 2002 FORECAST	FY 2003 FORECAST	FY 2004 FORECAST	FY 2005 FORECAST
Positions	36.07	36.07	36.07	36.07	36.07
Personnel Expense	\$ 1,819,631	\$ 1,874,220	\$ 1,930,447	\$ 1,988,360	\$ 2,048,011
Non-Personnel Expense	2,394,971	2,466,820	2,540,825	2,617,049	2,695,561
TOTAL EXPENDITURES	\$ 4,214,602	\$ 4,341,040	\$ 4,471,272	\$ 4,605,409	\$ 4,743,572
TOTAL REVENUE	\$ 4,239,462	\$ 4,366,646	\$ 4,497,645	\$ 4,632,575	\$ 4,771,552

A 3% inflation rate has been applied to the Fiscal Year 2002 – Fiscal Year 2005 expenses and revenue.

Fiscal Year 2002 – Fiscal Year 2005

No major projected requirements.

Did you know ...?

By using 312 tons of recycled paper in Fiscal Year 2000, Print Shop was able to save the equivalent of 5,300 trees, 1,280,000 kwh of energy and 2,184,000 gallons of water; kept 18,720 pounds of pollution out of the air and saved 1,030 cubic yards of landfill space.